

## **EARNLEY PARISH COUNCIL**

Minutes for Earnley Parish Council Meeting held on the 16<sup>th</sup> July 2020 which commenced at 19.19 using an online video platform due to the Coronavirus Restrictions.

**PRESENT:** Cllrs. Keith Martin (Chairman), John Stant (Vice Chairman), Sandy Simpson, Robert Carey and John Williams

**In attendance:** Louise Chater (Clerk) and two members of the public.

**46.2020 PUBLIC QUESTION TIME**

None.

**47.2020 APOLOGIES AND REASON FOR ABSENCE**

None.

**48.2020 COUNTY COUNCILLOR'S REPORT**

No report received.

**49.2020 DISTRICT COUNCILLORS' REPORT**

No report received.

**50.2020 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

**51.2020 HEALTH AND SAFETY**

1. Parish Council Assets - nothing further to report.

**52.2020 MINUTES**

On a proposal by Cllr. Williams, it was RESOLVED to agree and sign the minutes of the extra ordinary meeting held on 28<sup>th</sup> May 2020; It was noted that legal advice has been received regarding the signing of minutes via DocuSign. It was the legal view that wet signatures were required. Therefore, the Clerk would arrange for the Chairman to re-sign the minutes already signed via DocuSign and all future minutes would be signed observing social distancing guidelines.

**53.2020 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

None.

**54.2020 POLICY REVIEW and NEW POLICIES**

1) Policy Review

- 1.1 Financial Regulations - subsequent to issuing the draft replacement policy Cllr. Carey and the clerk have reviewed the figures in 4.1 and 4.5 and Cllr. Carey considered it appropriate to the amount increase

from £100 to £250. On a proposal by Cllr. Stant, it was RESOLVED to adopt the replacement policy,

1.2 Health & Safety Policy Review - no action required

2) New Policies - none.

## 55.2020 GDPR

It was noted that the Council needs to comply with the following requirements the Clerk would investigate with IT Support and the Website provider how we can record and implement these items.

1. Organisations are required to ensure that all staff and volunteers undertake regular cybersecurity training.
2. A review of all devices used by your organisation must be undertaken.
3. I.T. support has to prove that they have a record of when they update the firewalls, antivirus software and their patch management.
4. The system has to be stress-tested - this is a real-time simulated cyber-attack on the system to identify any vulnerabilities.

## 56.2020 FINANCE

a) Bank Balances as at date of meeting £26,687.53

b) Payments -On a proposal by Cllr. Carey, it was RESOLVED to ratify the payments listed below:

17 June 2020	Total		
<b>Direct Debit</b>			
Anvil Mobile	9.06		
Barclaycard	90.64		
<b>Direct Payment</b>		authorisation code	authorisation code
Mrs Louise Chater	490.52	KM: 20482885	SS: 47593320
WSCC Pension Fund	151.54	KM: 20482885	SS: 47593320
Parish Magazine Printing	53.00	KM: 20482885	SS: 47593320
WSALC Ltd	151.43	KM: 20482885	SS: 47593320
09 July 2020	Total		
<b>Direct Debit</b>			
Barclaycard	49.28		
<b>Direct Payment</b>		authorisation code	authorisation code
Mrs Louise Chater	473.93	KM: 761348817	SS: 124592939
WSCC Pension Fund	146.12	KM: 761348817	SS: 124592939
HMRC	290.80	KM: 761348817	SS: 124592939

c) Financial Statement - It was noted that the statements issued had been amended to read: Flood Alleviation shown as £9,162 but should be £5,386 & Street Lighting £100 but should be £0. On a proposal by Cllr. Carey, it was

RESOLVED to accept the amended financial statements for April, May and June 2020

d) Transparency Act requirements for year ended 31<sup>st</sup> March 2021 - it was noted that the first quarter had been uploaded to the website.

e) Budget Monitoring year ended 31<sup>st</sup> March 2021 On a proposal by Cllr. Carey, it was RESOLVED to:

Transfers to Designated Reserves as per 2019/2020 year end:

Election Reserves £99

Noticeboard Replacement £300

Bus Shelter Maintenance £300

Road Signs £250

Parish Plan £500

Professional Fees (Concourse) £1,500

Transfers from Designated Reserves to Free:

Flood Alleviation (£3,000)

f) Manhood Peninsula Youth Work and East Wittering & Bracklesham Youth Club

On a proposal by Cllr. Simpson, it was RESOLVED to make a contribution towards the cost of employing a west manhood youth worker, due to the fact that Parish Council haven't budgeted for it this year it was agreed to contribute £50.00. It was agreed that to consider it as part of the budgeting process for the new financial year and would request guidance for the budget setting process.

## **57.2020 ENVIRONMENTAL MATTERS**

1. Flood Prevention - On a proposal by Cllr. Carey, it was RESOLVED to submit a letter to the Environment Agency requesting clarification on flood risk reduction as the flood risk has not been reflected on the flood maps following the building of the flood alleviation canal and residents continued to have issues with expensive insurance policies.
2. Public Rights of Way - Cllr. Stant reported that footpath 2 requires work by the landowners.
3. What can the Parish Council do to encourage residents to be more environmentally friendly? It was noted that since the lifting of lock down that there has been a vast increase in the litter on the verges. It was agreed to consider holding a litter picking event in the Autumn if the guidance allows it.
4. Mobile Household Recycling Site - Selsey and Wittering is now operational, however, it is currently only accepting wood and green waste. No update has been received in relation to the ongoing provision of this service.

## **58.2020 PARISH PLAN 2016 -2021 - OBJECTIVES**

- 1) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish

- 1.1 Tree and Hedgerow Survey - following the destruction of the hedgerow in Clappers Lane this survey and the registration of suitable hedgerows is vitally important.
- 2) Replacement parish plan - no further update.

## **59.2020 HIGHWAYS**

1. A27 - no further update
2. Village Gateways - The Clerk has had a site meeting with the new highways officer who has confirmed that the two locations remain acceptable. The licence application form has been received, therefore, on a proposal by the Chairman, it was RESOLVED to sign the siting of a new village gateway under Section 115B & 115E of the Highways Act 1980 form. However, it was noted that further information is required from the contractor prior to the submission of the licence application this has been requested.
3. Highway Meadow - it was noted that the Clerk had now received S142 Licence to Plant application. Therefore, she would commence work investigating the different types of highway meadows available and obtain quotes for the two grass roundabouts the first at the junction with Bookers Lane and Almodington Lane and Clappers lane, and the verge on the southside of Clappers Lane in the conservation area. It agreed that the Clerk would obtain quotes for the cutting of the grass verges in the centre and the northern lanes of the parish.
4. Speed Indicator Device - since the last meeting, the Clerk has sent two further emails trying to obtain the release of funds from West Sussex County Council no response has been received to either email. It was noted that the County Councillor has been copied in on all emails so is aware.

## **60.2020 EARNLEY CONCOURSE/EARNLEY PLACE**

It was noted the Parish Council does not object to the development of the site but just the density submitted; the applicant had submitted their statement of case. The applicant referred to two cases where appeals had been lost by the planning authority however these cases were not comparable as in both cases the villages had facilities and were not adjacent or within a conservation area.

It was noted that the District Council have not submitted their statement of case.

The Parish Council were in the process of building a case to show the community use of the facilities which would be submitted at the relevant time.

## **61.2020 EARNLEY GARDENS/BUTTERFLIES**

The landowner had contacted the Chairman in relation to the photographs and the report of the historic use he advised that the site is back on the market as an attraction to comply with planning requirements to enable the site to be developed for an alternative use.

The Chairman advised the landowner that the parish council would be more than happy to have further discussions with them when they had formulated a plan for the site.

**62.2020 REPORT ON EXTERNAL MEETINGS**

None.

**63.2020 CLERK'S REPORT AND CORRESPONDENCE**

1. The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. This legislation comes in force on 22<sup>nd</sup> September 2020 the website provider has confirmed that the site will be near to full compliance with WCGA 2.1 AA standards by the deadline.
2. Effective Communications and Engagement Training 16<sup>th</sup> July 2020 provided some useful information.
3. Rebuilding Communities Training 28<sup>th</sup> July 2020

**64.2020 ITEMS FOR FUTURE AGENDAS**

None.

There being no further business the meeting closed at 20.12

Signed: \_\_\_\_\_ Chairman Earnley Parish Council

Dated: \_\_\_\_\_